



U.S. Department of the Interior
"To-Be" Trust Business Model
Process Template

Title: Post Accounts

Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)

Process Number
FO.2.4

1. Process Definition Provide an overview of the process and define its starting and ending points

1.1 Starts With	Execute a trade
1.2 Process Overview	The appropriate beneficiary account is posted with investment activity.
1.3 Stops With	A posting to appropriate beneficiary account

2. Trust Business Objectives Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.

Goal/Objective
Manage and invest fund assets to provide prudent rates of return in accordance with appropriate statutes and investment strategy options while considering the best interests of the beneficiaries

3. How should Beneficiaries be involved in this process?

Beneficiary Involvement
None

4. Organizations, Offices and Roles. Identify the DOI organizations and related roles that should be involved in performing the process.

4.1 DOI Organizations. Identify the DOI organizations, offices and individual roles that contribute to this process.

DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, OSM among others. Offices include Central Offices, Regional Offices, Agency (Field) Offices, etc. All individual roles that contribute, in a significant manner, should be identified.

Organization	Office	Role	Contribution
OST	Trust Services, Investment		Post beneficiary accounts

4.2 Non-DOI Organizations. Identify the non-DOI organizations that support the execution or control of this process.

External Organization	Contribution
None	



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- 5. Event(s)** Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).

Event	Description	Estimated Frequency
None		

- 6. Inputs and Outputs.** Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.

6.1 Inputs

Input	Description
Account balances	Funds in accounts which have to be invested "overnight" or in longer term investments

6.2 Outputs

Output	Description
Updated account balances	Account balances reflecting results of purchase and sales

7. Fiduciary and Legal Obligations and Controls

7.1 Obligations

Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.

Obligation	Source	Business Impact
Regulations on deposit, care, and investment of Indian Moneys	25 USC (United States Code) 161,162	Prescribes allowable trust investments for Indian trust funds held by the U.S. Government.
Regulations on unclaimed per capita accounts	Public law 87-283	Manage and invest fund assets to provide prudent rates of return
Mandated requirements for Trust Assets Management	Trust Reform Act (Public Law 103-412)	Accountability for trust funds



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Obligation	Source	Business Impact
Regulations for carrying out the trust duties to manage and administer trust assets	25 CFR 115	Subpart F 702 –800: Types of funds that can be received into trust; tribal accounts, withdrawals, investments, liquidations Subpart H: Earnest money
Guidance on cash & investment transactions	Treasury regulations	Safeguard trust assets

7.2 Controls

Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).

Control	Reason	Description
Department Order No.3215	External	Principles for the discharge for the Secretary's trust responsibility
OTFM Manual Part 220.4	Internal	Policies, procedures and operations manuals pertaining to the management of the Indian trust fund
Inter-Agency Handbook	Internal	OTFM/BIA procedures
Audits	External	Ensure compliance to standards
Reconciliation	Internal	Perform daily reconciliation

8. Mechanisms (Systems of Record) Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.

System Name	Support
Trust Accounting / Investment System	Contains account information and balances



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9. Inter-Process Relationships Identify other trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.

9.1 Predecessors. Predecessors are processes that either produce information required by this process or that result in the need to execute this process.

Process No.	Name	Condition of Relationship
FO.2.2	Pool & Sweep Funds for Short Term Investment	
FO.2.3	Execute Trades	

9.2 Successors. Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.

Process No.	Name	Condition of Relationship
FO.2.5	Produce Report	

10. Comments Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)

Category	Comment
Recommendation	There should be minimum account thresholds.